



UNIVERSITY OF OREGON

# EMERGENCY PROCEDURES

BUILDING ADDRESS

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OFFICE OR WORK SPACE ROOM NUMBER

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BUILDING MANAGER NAME, PHONE

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EVACUATION ASSEMBLY AREA

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# About This Flip Chart

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Disasters can happen at any time, in any place, and under any circumstances. From a major earthquake to a minor flooding incident, it is a fact of life that we will experience emergencies and disasters. In the event of a major disaster, the university's services and programs could be interrupted, stopped completely, or operate at reduced capacity for an extended period of time. That is why it is important to take action now to prepare for any kind of emergency. Visit our website at [emc.uoregon.edu](http://emc.uoregon.edu) or the Take Action: Emergency Planning section of this guide for tips on how to be prepared for the unexpected.

This flip chart was designed to provide a guide for thinking about disasters before, during, and after they occur for University of Oregon students, staff and faculty members. By reading it, you are taking the first step in preparing yourself for a disaster. Hang this flip chart in your office and regularly review the topics individually, with your coworkers, or at a staff meeting. Document important information on the flip chart and it can be a helpful tool for you during emergency response. Remember that preparedness is a personal process just as much as an institutional responsibility.

Each topic is broken up into three sections, **Before**, **During**, and **After**, with graphics to help illustrate appropriate emergency response steps. The **Before** section is a planning and preparedness guide. The **During** portion identifies appropriate emergency response actions. The final section, **After**, outlines what to do in the immediate aftermath of an emergency; who needs to be notified, where to go, what to do, and so forth.

All of the information contained in this flip chart, plus additional planning and preparation resources, can also be found on the UO Emergency Management and Continuity website at [emc.uoregon.edu](http://emc.uoregon.edu).

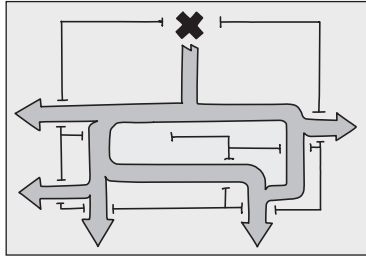
The information in the *Emergency Procedures* guide is written to include all University of Oregon facilities including those distant from the Eugene campus. Some telephone numbers listed in the flip chart, with the exception of 911, are telephone numbers for resources located on the Eugene campus. Programs at locations other than Eugene should list local emergency telephone numbers specific to their areas.

**ABOUT THIS FLIP CHART**

# Explosion



Take cover behind or under sturdy furniture, shield your eyes and head.



Evacuate to the building assembly location, do not use elevators.



Call 911.

## Before

1. Secure heavy, large objects to avoid flying debris.
2. Identify areas that would be safe in case of an unexpected explosion.
3. Ensure chemicals and other potentially dangerous substances are properly secured.
4. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

1. Immediately take cover under sturdy furniture, covering neck and head with your hands and close your eyes.
2. Once you feel it is reasonably safe, evacuate using the stairs to the building assembly location.
3. Call 911 and the University of Oregon Police Department (UOPD) at 541-346-2919.

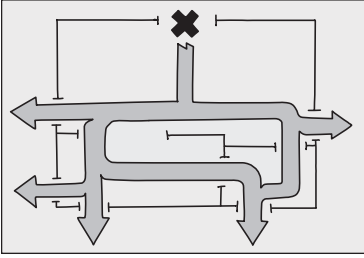
## After

1. Evacuate the building using only fire escapes and stairs.
2. Gather at the building assembly location and follow your emergency plan, taking a head count to ensure all staff members are accounted for.
3. Do not enter any building until it has been declared safe by emergency officials.

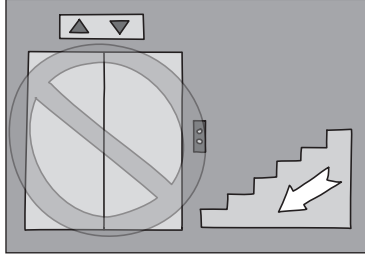
See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

# EXPLOSION

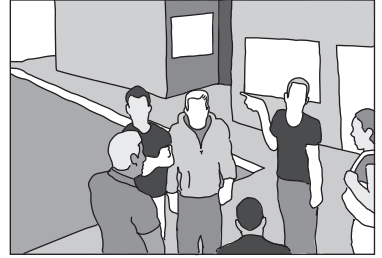
# Stay or Go: When to Evacuate



Identify evacuation routes and secure-in-place locations.



While evacuating, avoid using elevators.



After evacuating, go to designated building assembly point.

## Before

1. Identify at least two evacuation routes from the building or spaces where you spend time.
2. Practice evacuating using both routes.
3. Identify a location where you can secure or shelter-in-place.
4. If you anticipate needing special assistance with evacuation, students may contact the Accessible Education Center at 541-346-1155 and employees can notify the Office of Affirmative Action and Equal Opportunity at 541-346-3123.
5. Plan with members of your department who will take a head count after evacuation to ensure everyone safely evacuated.

## During

### Evacuation

1. Leave the building immediately when signaled by fire alarm, UO Alert! message (via text message, e-mail, Smart Classroom, or digital display), or instructions from emergency personnel.

2. Do not take any noncritical items while evacuating.
3. Walk as calmly as possible.
4. Use only stairs and fire escapes during evacuations; avoid elevators.
5. Go to the designated evacuation assembly area for head count and check-in.
6. Alert emergency personnel if anyone is trapped inside or needs additional assistance.

### Evacuation for Persons with Disabilities

Information about evacuation for people with disabilities can be found online at [emc.uoregon.edu](http://emc.uoregon.edu).

## After

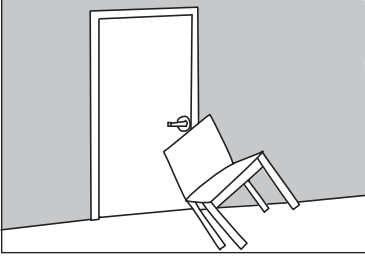
1. Stay where you are until cleared to exit or reenter the building by emergency personnel or UO Alert!

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

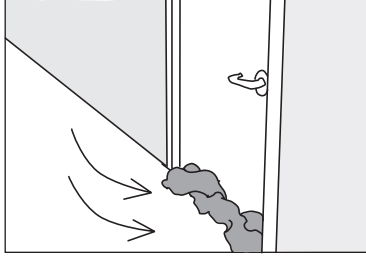
**STAY OR GO: EVACUATION**

# Stay or Go: How to Stay Safe

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To secure-in-place, move to an interior room (with no windows) and lock or barricade the door.



To shelter-in-place, close windows and doors and seal gaps under and around them with duct tape, plastic, or towels.



To seek shelter, go inside the nearest building and move to an interior room.

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In rare instances, immediate evacuation may not be the safest option. Examples could include security incidents in which individuals would be safest remaining in place or situations in which hazardous materials were released into the environment.

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## **Secure-in-Place** (e.g., security incident)

1. If outside, seek shelter in the nearest unlocked building.
2. Once inside, locate an interior room and lock the door.
3. If the door cannot be locked, barricade the doors.
4. Turn off lights, close blinds and windows and silence phones to minimize light and noise.
5. Move away from doors and windows.
6. Stay secured in place until given all clear by UO Alert! or emergency personnel.

## **Shelter-in-Place** (e.g., hazardous material in the environment)

1. Close windows and doors
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible).  
**Do not** turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.

4. Do not eat or drink anything that may have been contaminated.
5. Stay sheltered-in-place until given an all-clear notice by UO Alert! or emergency personnel.

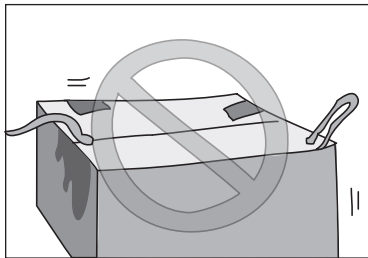
## **Seek Shelter** (e.g., if you are outside)

1. If you are outside and have been advised to seek shelter, find the nearest unlocked building and enter it.
2. Find an interior room without exterior doors or windows and close the interior doors.
3. Stay sheltered until advised by UO Alert! or emergency personnel.
4. Alert emergency personnel if anyone needs additional assistance or is trapped outside.

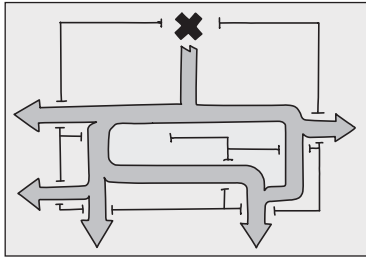
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**STAY OR GO: SHELTER OR SECURE-IN-PLACE**

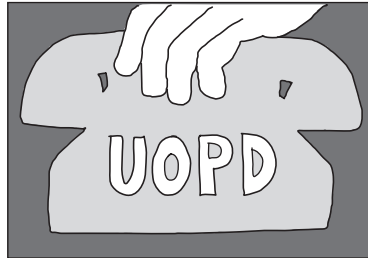
# Suspicious Package, Envelope, or Object



Do not touch, taste, or move the objects.



Evacuate the area around the object and keep others away.



Call the UOPD at 541-346-2919.

## Before

1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).
2. Regularly train staff members who are in contact with mail to be aware of suspicious signs:
  - Rigid, bulky, or lopsided package
  - Misspelled or poorly written names, titles, addresses, or labels
  - Strange appearance (e.g., excessive tape, tied with string, strange odors, leaks, stains, protruding wires, discoloration, crystallization, or powdery substances on or in the item)
  - No postage, uncanceled or excessive postage
  - Handwritten or restrictive notes such as "To be opened in the privacy of," "Confidential," "Your lucky day is here" or "Prize enclosed"
  - Hand-delivered or "dropped off for a friend" packages or letters
  - No return or nonsensical return address
  - Mailed from a foreign country
  - Letters or packages arriving before or after suspicious calls

## During

1. If you have any doubt about a suspicious package, envelope or object, don't take any chances—call the UOPD at 541-346-2919.
2. Leave the package or envelope where it is discovered; do not move it or touch it.
3. If the package was delivered at home, do not bring it to campus; call 911.
4. Leave the area of the package and keep others from approaching it.

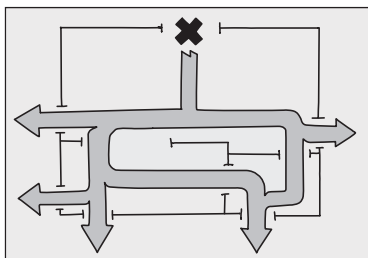
## After

1. Instruct those who have had contact with the suspicious object to wash their hands with soap and water.
2. Make a list of everyone who has had contact with the object, including their contact information.

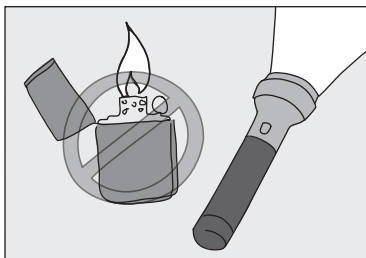
See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

**SUSPICIOUS PACKAGE, ENVELOPE, OR OBJECT**

# Power Outage



Evacuate, do not use elevators.



Do not use an open flame for light.



In the laboratory, close fume hoods, secure experiments, and evacuate.

## Before

1. Ensure you have access to flashlights and batteries in your work areas.
2. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

1. In the event of a power outage, remain calm and take steps to ensure your safety and the safety of those around you.
2. Tune radios to KWAX or KWVA or visit [alerts.uoregon.edu](http://alerts.uoregon.edu) for information about prolonged outages.
3. Follow instructions from emergency personnel.
4. If in doubt about the safety of an area, evacuate immediately.
5. Do not use candles or open flames as a light source.
6. In areas with poor natural lighting, evacuate immediately.
7. Do not use elevators.

## After

1. Notify one of the following to report a minor, localized power outage:
  - Campus Operations: 541-346-2319, 7:30 a.m.–4:30 p.m., Monday–Friday
  - UOPD: 541-346-2919, after hours, weekends, and holidays

## Special Issues

### People Trapped in Elevators

1. Attempt to keep passengers calm and tell them you are getting help.
2. Notify the UOPD at 541-246-2919 or by using the call button in the elevator.

### Laboratory procedures

Close the sashes on all chemical fume hoods as quickly as possible. If safe to do so, secure all experiments, chemicals, and critical equipment prior to evacuating. If chemical odors persist, you may open doors and exterior windows to improve ventilation. Otherwise evacuate the laboratory until power is restored.

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

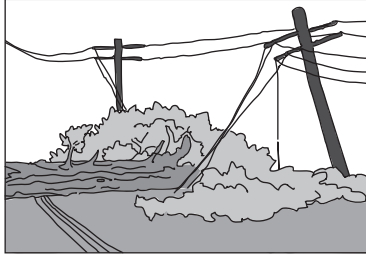
**POWER OUTAGE**

# Severe Weather

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Sign up for UO Alert! on DuckWeb to receive updates via text message.



When outdoors, avoid hazardous areas such as debris piles or flooded areas.



Check [alerts.uoregon.edu](https://alerts.uoregon.edu) for campus information.

## Before

Announcements about campus delays or closures will be made on the University of Oregon homepage and on the UO Alert! blog at [alerts.uoregon.edu](https://alerts.uoregon.edu).

1. Sign up for the UO Alert! emergency notification system.
2. Be aware of developing weather risks by monitoring the National Weather Service or local news media.
3. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](https://emc.uoregon.edu).

## During

### Snow and Ice

1. Walk only on cleared or sanded paths.
2. Avoid sagging or downed power lines.
3. Avoid areas with tall trees to safeguard against falling limbs.
4. Exercise extreme caution while driving.

### High Winds

1. Remain inside away from windows and doors when possible.
2. Avoid areas with tall trees to safeguard against falling limbs.
3. Stay clear of sagging or downed power lines.

## Heavy Rains and Flooding

1. While outside, avoid walking, biking, driving, or traveling through moving water.
2. If it has been raining hard for several hours, or steadily raining for several days, be alert to the possibility of a flood.
3. Be aware that flash flooding may occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods may occur in these areas with or without typical warnings such as rain clouds or heavy rain.

## After

1. Notify the UOPD at 541-346-2919 for hazards that pose an immediate threat.
2. Notify Campus Operations at 541-346-2319 of any damage or other hazards, from 7:30 a.m. to 4:30 p.m., Monday through Friday.

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](https://emc.uoregon.edu) for additional planning resources.

**SEVERE WEATHER**



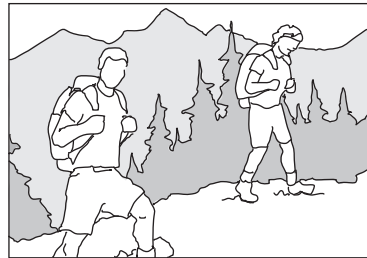
# Suicide and Psychological Crisis



Be alert for signs someone may be in crisis.



If you suspect someone may be in crisis, talk with them or contact the Office of the Dean of Students for students or the UO Human Resources office for staff and faculty members.



Practice self-care strategies.

## Before

1. Participate in training and workshops related to mental health available through the University Counseling and Testing Center.
2. Be familiar with campus resources such as
  - a. Office of the Dean of Students: 541-346-3216
  - b. University Counseling and Testing Center: 541-346-3227
  - c. Human Resources: 541-346-3159.
  - d. Employee Assistance: 1-800-433-2320
3. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

1. Be alert for signs of suicide or distress:
  - a. Talking about killing oneself, ending everything, or being unusually preoccupied with death.
  - b. Giving away personal possessions or tying up loose ends.
  - c. Expressing hopelessness or worthlessness.
  - d. Sudden changes in behavior, personality, or self-image.
  - e. Talking about getting access to means of suicide.
2. Remain calm.
3. Express your concerns to the person, share what you are noticing that causes you to be concerned, and offer to listen to what they have to say. Encourage them to seek professional help and offer to help them do so.

4. If you believe the person might be considering suicide, ask them directly if they are thinking about killing themselves
  - a. If someone else is at imminent risk of injuring or killing themselves, call 911 immediately. Do not try to physically stop them.
  - b. If the risk is not immediate, encourage the person to call the University Counseling and Testing Center at 541-346-3227 (if they are a student) or the National Suicide Prevention Lifeline at 1-800-273-8255 or the White Bird Clinic crisis line at 541-687-4000 (if they are not a student).
5. If you are dealing with suicidal thoughts or any other crisis, call the University Counseling and Testing Center crisis line at 541-346-3227 or the National Suicide Prevention Lifeline at 1-800-273-8255.

## After

1. If the person in crisis is a student, call the Office of the Dean of Students at 541-346-3216.
2. If the person in crisis is a faculty or staff member, call Human Resources at 541-346-3159.
3. After assisting someone else with a crisis, take time to help yourself by relaxing and talking with friends or family about what you experienced.

*The University of Oregon Emergency Management and Continuity website has additional information on emergency planning: [emc.uoregon.edu](http://emc.uoregon.edu).*

**SUICIDE AND PSYCHOLOGICAL CRISIS**

### **Unconscious Adult**

1. Call 911 or have a bystander call.
2. Attempt to wake individual.
3. Check for breathing.
  - a. If there are no signs of breathing, begin chest compressions or administer CPR. Send a bystander to retrieve an AED. Follow instructions from the 911 operator.
  - b. If the individual is breathing, maintain an open airway and monitor for changes in condition.
4. Check for bleeding or trauma.
5. Stay with the individual until emergency personnel arrive.

### **Controlled External Bleeding**

1. Call 911 or have a bystander call.
2. Check for responsiveness of the injured person.
3. Have the person lie down. If the bleeding is in the arms or legs, raise the injured area above heart level.
4. Cover the wound with a sterile dressing.
5. Apply direct, firm, steady pressure until the bleeding stops; if the individual is conscious, have them apply the pressure themselves. Do not remove the bandage to check bleeding. If it bleeds through the first bandage, apply a second one over the first and continue to apply additional pressure.
6. Stay with the person until emergency personnel arrives.

### **Stroke**

1. Call 911 immediately if you see any signs of a stroke.
2. Warning signs: Think FAST—
  - a. **Face:** Ask the person to smile. Does one side of the face droop?
  - b. **Arm:** Ask the person to raise both arms. Does one arm drift downward?
  - c. **Speech:** Ask the person to repeat a simple sentence. Is the speech slurred? Can the person repeat the sentence correctly?
  - d. **Time:** Call 911 immediately if you see **any** signs of a stroke. Try to determine the time when signals first appeared. Note the time of onset of the signal and report it to the 911 operator or emergency response personnel.

### **Seizures (Convulsing)**

1. Call 911 or have a bystander call.
2. Move away objects that may injure the person.
3. If possible and safe, gently roll the person onto his or her side and offer support.
4. Do not restrain the person in any way.
5. Do not place anything in their mouth.
6. Stay with the person until emergency personnel arrives.

### **Burns**

1. Call 911 or have a bystander call.
2. Remove the source of the burn.
3. Cool the burn with cool running water at least until pain is relieved.
4. Cover loosely with sterile dressing.
5. Care for shock.
6. Seek immediate medical attention if the burns involve the eyes, hands, feet, face, groin, or buttocks or if pain or burning persist after flushing with cool water.

### **Allergic Reaction**

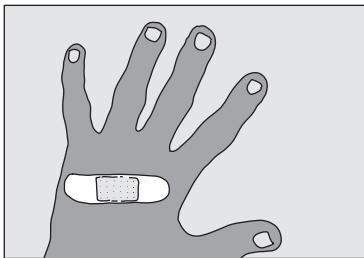
1. Call 911 or have a bystander call.
2. Calm and reassure the person.
3. If the allergic reaction is from a bee sting, scrape the stinger off the skin with something firm (such as a fingernail or plastic credit card). Do not use tweezers—squeezing the stinger will release more venom.
4. If the person has emergency allergy medication on hand, help the person take or inject the medication. Avoid oral medication if the person is having difficulty breathing.
5. Take steps to prevent shock. Have the person lie flat, raise the person's feet about twelve inches, and cover him or her with a coat or blanket. Do not place the person in this position if a head, neck, back, or leg injury is suspected or if it causes discomfort.

# Medical Emergencies

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Call 911.



Help others as you are able.



Report incidents to your supervisor and/or the Office of Risk Management.

## Before

1. Identify the location of the nearest automated external defibrillator (AED) and first-aid kit in your work areas.
2. Students should contact the health center at 541-346-2739 for first aid and cardiopulmonary resuscitation (CPR) training.
3. Staff and faculty members may sign up for CPR, AED, and first-aid training on the Organizational Development and Training website ([odt.uoregon.edu](http://odt.uoregon.edu)).
4. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

1. Check surroundings for safety.
  - Are there things that might put you at risk of harm?
  - Are you or the victim threatened by a dangerous scenario?
  - Do not rush into a situation where you could end up as a victim yourself.
2. Call for help: 911.
3. Provide care according to training and personal comfort.
  - a. Check for responsiveness of the injured person.
  - b. Check for a medical alert bracelet or tag that may identify a specific condition.
  - c. Always use appropriate personal protective equipment (gloves, mask) when dealing with bodily fluids.

## After

### Body Fluid Exposure

Report all exposure to bodily fluids to Environmental Health and Safety immediately at 541-346-3192. For cleanup procedures, visit [ehs.uoregon.edu](http://ehs.uoregon.edu).

### Work-Related Injury

Report all work-related injuries to the Office of Risk Management. Refer to the UO worker's compensation web page, [orm.uoregon.edu/content/injury-reporting-and-workers-compensation](http://orm.uoregon.edu/content/injury-reporting-and-workers-compensation), for forms and information. Contact the Office of Risk Management with any questions at 541-346-8316 or [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu).

*See the Take Action: Emergency Planning section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.*

## BOMB THREAT CHECKLIST

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### Ask

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb? Why?

What is your name?

What is your address?

Exact wording of threat:

Name of caller (if known):

Number from which call originated:

Male or Female:

### Caller's Voice

- |                                   |  |                                  |  |                                 |
|-----------------------------------|--|----------------------------------|--|---------------------------------|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Stutter | <input type="checkbox"/> Clearing throat | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Excited         | <input type="checkbox"/> Lisp    | <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Nasal  |
| <input type="checkbox"/> Ragged   | <input type="checkbox"/> Slurred         | <input type="checkbox"/> Raspy   | <input type="checkbox"/> Cracked voice   |                                 |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Deep breathing  | <input type="checkbox"/> Deep    | <input type="checkbox"/> Disguised       |                                 |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slow            | <input type="checkbox"/> Ragged  | <input type="checkbox"/> Familiar        |                                 |

Ethnicity or accent:

Age:

Name of recipient of call:

Number at which call was received:

Time:

Date:

Additional Comments

Male or female:

### Background Sounds

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Street noise | <input type="checkbox"/> Motor         | <input type="checkbox"/> Long distance |
| <input type="checkbox"/> Animal noise | <input type="checkbox"/> Office noise  | <input type="checkbox"/> Booth         |
| <input type="checkbox"/> Clear        | <input type="checkbox"/> Factory noise | <input type="checkbox"/> Other         |
| <input type="checkbox"/> Static       | <input type="checkbox"/> Voices        |  |
| <input type="checkbox"/> Music        | <input type="checkbox"/> PA system     |  |
| <input type="checkbox"/> House noise  | <input type="checkbox"/> Local         |  |

### Threat Language

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Message read<br>by threat maker |
| <input type="checkbox"/> Profane     |  |
| <input type="checkbox"/> Irrational  |  |
| <input type="checkbox"/> Incoherent  |  |
| <input type="checkbox"/> Taped       |  |

# Bomb Threat



Remain on the phone, stay calm.



Use the checklist to record as much information about the threat as possible.



Call 911 or have someone nearby call 911. Then call UOPD at 541-346-2919.

A bomb threat is any communication that threatens or warns of intention to detonate explosive, incendiary, or hazardous-material devices intended to cause property damage, injuries, or death. If you receive a threat via phone, e-mail, mail, or voicemail, follow the protocol below to minimize disruption, potential injuries, and damage to the university.

## Before

1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).
2. Ensure that staff and faculty members who regularly receive phone calls are familiar with the bomb threat checklist included in this flipchart.

## During

1. Remain calm, stay on the phone for as long as possible.
2. Assume that the threat is real and take the caller seriously.
3. Ask questions using the bomb checklist as a guide.
4. Write down all of the information you notice about the call and the caller.

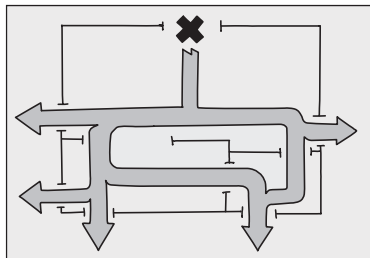
5. Avoid using cell phones, two-way radios, and other wireless communication devices to avoid triggering any possible device.
6. Alert a coworker to call the UOPD at 541-346-2919 on a landline, or call yourself if the caller hangs up.
7. Avoid using the phone that received the bomb threat so that law enforcement has a chance to trace the call.
8. If the bomb threat is a letter, voicemail, or e-mail, call the UOPD immediately.

## After

1. Notify the UOPD at 541-346-2919.
2. Follow instructions from emergency personnel.

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

# Threatening, Violent, or Disruptive Behavior



Practice securing-in-place and alternate evacuation routes.



If appropriate, call 911.



Alert other coworkers or a supervisor if additional assistance is needed.

## Before

1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

1. If you find yourself dealing with threatening, violent, or disruptive behavior—
  - a. Stay calm, listen attentively, and maintain eye contact.
  - b. Be courteous, patient, and respectful.
  - c. If safe, alert a coworker that you may need assistance.
  - d. If appropriate, call UOPD at 541-346-2919 or call 911.
2. If you see or hear a coworker in a threatening, violent, or disruptive situation—
  - a. If safe to do so, stand in a visible location (but at a safe distance) to make your presence known to both parties.
  - b. Remaining at a safe distance, call to both parties to ask if they are okay or need assistance.
  - c. If safe to do so, intervene, saying you have an unrelated question for your coworker to give them a chance to exit the hostile or threatening encounter.
  - d. If appropriate, call UOPD at 541-346-2919 or call 911.
3. If the threat isn't immediate, document the situation and contact the appropriate office:
  - a. *Students:* Office of the Dean of Students at 541-346-3216 and/or the University Counseling and Testing Center at 541-346-3227.
  - b. *Staff:* Human Resources at 541-346-3159.

## After

1. Follow the instructions given by emergency personnel or other university staff members.
2. Continue documenting the situation and advise your immediate supervisor.

## Special Issues

### Active Shooter or Imminent Threat

#### Before

1. Sign up for UO Alert! on DuckWeb to receive emergency information via text message.
2. Follow general preparedness guidelines available in the Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).
3. Identify primary and alternate evacuation routes
4. Identify locations or rooms where you can feasibly secure-in-place. Ideal locations have few windows or doors and can be locked. Consider bathrooms and storage closets.
5. Practice alternate evacuation routes and securing-in-place.
6. Sign up for violence prevention training through the Human Resources training website: [odt.uoregon.edu](http://odt.uoregon.edu).

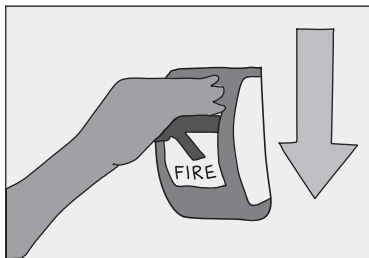
#### During

1. Don't second-guess yourself: if you think you hear gunshots, respond immediately.
2. If it is safe to do so, evacuate and call 911.
3. If it isn't safe to evacuate, secure-in-place: lock doors, turn off lights, silence radios or phones, and move out of sight of the door. If the door doesn't lock, use furniture or other items in the room to help block the door. If it is not feasible to secure-in-place where you are, move to another location, consider bathrooms and storage closets.
4. If it is safe to do so, call 911 as soon as possible.

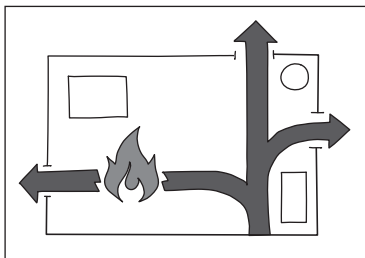
See the Take Action: Emergency Planning section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

**THREATENING, VIOLENT, OR DISRUPTIVE BEHAVIOR**

# Fire



Activate fire alarm if necessary.



Evacuate to the building assembly location, do not use elevators.



Call 911.

## Before

1. Identify primary and secondary exits.
2. Locate the nearest fire alarm manual pull station as appropriate.
3. Identify and practice alternative evacuation routes.
4. Contact Environmental Health and Safety at 541-346-3192 for more information about fire safety.
5. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

Remember to RACE:

**R**escue anyone in danger, if safe to do so.

**A**ctivate the pull station and call 911 with your specific location and identity.

**C**ontain the fire by closing doors and windows on your way out.

**E**xtinguish small, controllable fires (if you are safe, have been trained, and are comfortable doing so). Evacuate building using only fire escapes and stairs. Gather at the building assembly location and perform a head count to ensure all staff members are accounted for.

## After

1. Inform emergency personnel of any trapped or injured individuals.
2. Enter the building only after it is declared safe by emergency personnel.

## Special Issues

### **Trapped in a Room**

1. Close as many doors as possible between you and the fire.
2. Wet and place cloth material around or under the door to prevent smoke from entering the room.
3. Be prepared to signal to someone outside.

### **Caught in Smoke**

1. Drop to your hands and knees and crawl toward an exit. Stay low as smoke will rise to ceiling level.

### **Forced to Advance through Fire**

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

### **Using a Fire Extinguisher**

Trained individuals may choose to use a fire extinguisher to extinguish very small, contained fires. This should be done only if it can be done safely. If you have any doubt, evacuate. Remember to PASS:

**P**ull safety pin from handle.

**A**im at base of fire.

**S**queeze the trigger handle.

**S**weep from side to side at base of fire.

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

# Hazardous Material Release



Ensure materials are secured properly.



Stay away from spills of potentially hazardous material.



Notify first responders. Emergency: 911  
Environmental Health and Safety:  
541-346-3192 UOPD: 541-346-2919.

## Before

1. Using a safety data sheet or other reliable data source, become familiar with and regularly review the hazards of the materials you work with. Review should include associated health and safety risks, the use of personal protection equipment, and cleanup and disposal procedures.
2. If in doubt about any characteristic of the material, contact Environmental Health and Safety with your questions or concerns at 541-346-3192.
3. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).

## During

### Hazardous Materials Release

1. **Notify first responders**
  - a. In an emergency, call 911.
  - b. Call Environmental Health and Safety at 541-346-3192 (Monday–Friday, 8:00 a.m.–5:00 p.m.) and call the UOPD at 541-346-2919 (evenings, weekends, and holidays).
  - c. Assist emergency responders by providing incident details.
2. **Secure the area**
  - a. Quickly and safely leave the contaminated area.
  - b. Avoid inhaling gases, vapors, and/or smoke.
  - c. Do not walk through or touch contaminated surfaces.
  - d. Notify room occupants and surrounding area of material release.
  - e. If safe to do so, cordon off contaminated area.
  - f. Obtain and review the safety data sheet for the spilled chemicals, paying particular attention to Section 6: Accidental Release Measures.
3. **First aid**
  - a. Assist others only if it is safe to do so.
  - b. Wear personal protective equipment appropriate for the hazard.
  - c. Avoid touching contaminated skin and/or clothing.

- d. Remove contaminated clothing and contain it in a plastic bag.
- e. Rinse contaminated skin or eyes in a safety shower or use eyewash for at least fifteen minutes.

### Nonhazardous Materials Release

1. Instruct bystanders to stay out of the spill area.
2. Put on appropriate personal protective equipment.
3. If trained to do so, contain and clean up the spill.
4. Dispose of waste material appropriately.
5. Call Environmental Health and Safety at 541-346-3192 with questions or for cleanup assistance.

## After

1. Review safety protocols to identify gaps and necessary training to prevent or mitigate future incidents.

### Special Issues

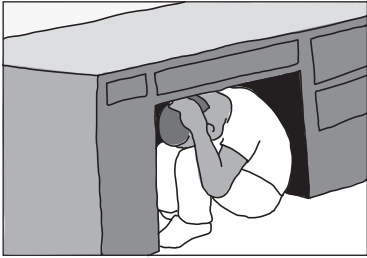
If there is a hazardous materials incident, it may be appropriate to shelter-in-place. Shelter-in-place means to temporarily separate the indoor atmosphere of a room or structure from an external hazardous atmosphere.

1. Close windows and doors.
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible). **Do not** turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Wait to hear “all clear” from emergency responders before exiting the space.

See the *Take Action: Emergency Planning* section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.



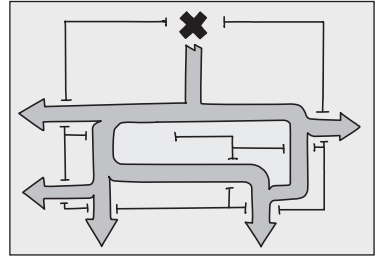
# Earthquake



**Drop**, take **cover** under sturdy furniture, and **hold** on to it.



Stay away from windows and objects that could fall.



Evacuate to the building assembly point when shaking stops.

An earthquake is a seismic event in which the earth shakes violently, and may cause permanent ground displacement, landslides, or liquefaction. The University of Oregon is located within a region of high earthquake activity, and so we must all prepare for both major and minor earthquakes. Cascading emergencies such as falling debris or fire may also occur as a result of earthquakes.

## Before

1. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at [emc.uoregon.edu](http://emc.uoregon.edu).
2. Conduct a “nonstructural” assessment of your space.
  - a. Identify your evacuation route and check to see if any furniture or other debris could fall and block your path.
  - b. Move large or bulky material (e.g., boxes, heavy binders, fragile or glass items) to lower shelves to prevent falling items from injuring anyone, or retrofit your shelves with cords, doors, shelving lips, or putty to prevent items from falling.
  - c. Secure heavy furniture to the wall (contact Campus Operations or your facility manager for assistance) to prevent injury or blocked evacuation paths.
3. Identify safe places to **drop, cover**, and **hold** in rooms or buildings where you regularly spend time.

## During Inside

1. **Drop, cover**, and **hold**: Take cover under sturdy furniture. Cover your head and neck with your hands. Hold on to the furniture and be prepared to move with it.
2. If you cannot take cover under furniture, drop into the fetal position; put your head down and cross your arms over your neck and head. Stay in this position until the shaking stops.
3. Stay away from windows and unsecured objects.
4. Stay inside until shaking stops, then evacuate the building.
5. Expect fire alarm and sprinkler systems to activate.

## Outside

1. Move to an open area away from trees, buildings, walls, and utility poles and lines. Avoid entering buildings.
2. If you are in a moving vehicle, pull to the side of the road quickly while avoiding overhead hazards such as trees, buildings, overpasses, and utility poles.

## After

1. If in a building, evacuate using only stairs and fire escapes. Gather at the department or administrative unit assembly location and perform a head count to ensure all staff members are accounted for.
2. Take keys, wallets, purses, and emergency supplies with you, as you will not be allowed to reenter the building.
3. Stay alert for trapped or injured persons; assist if possible but do not move injured persons.
4. Turn portable radios to KWVA or KWAX for local updates and follow instructions from first responders.
5. Do not enter building until declared safe by emergency authorities.
6. Notify first responders of injured or trapped individuals.

## Special Issues

### *Tsunami (Coastal Area Hazard)*

1. **Before**: Identify the tsunami inundation zones, evacuation routes, and assembly locations relative to your location. Visit [OregonTsunami.org](http://OregonTsunami.org) for more information.
2. **During**: Drop, cover, and hold on during an earthquake; take shelter under a study table or desk.
3. **After**: When the ground stops shaking, immediately evacuate to high ground and the nearest assembly location.

See the Take Action: Emergency Planning section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.

## Evacuation Plan

- How will the need to evacuate be communicated to department or unit staff members?
- Where should staff members go after they evacuate the building? Identify a specific department or unit location within or near the general building assembly area.
- Has each employee identified at least two evacuation routes from their work location?
- How will you be sure that all department or unit staff members are accounted for following evacuation?
- Do you have plans for evacuation of persons with permanent or temporary mobility impairment if the elevators are not operating or cannot be used (fire, earthquake). Information about evacuation for persons with disabilities can be found on the Emergency Management and Continuity website under Planning Resources, Emergency Procedures ([emc.uoregon.edu](http://emc.uoregon.edu)).
- How often and when will your department or office practice a building evacuation (recommendation is at least once a year)?

## Secure-in-Place or Shelter-in-Place Plan

- Discuss and test the feasible ways to secure-in-place (e.g., restrict intruders—this may include locking doors, moving furniture in front of doors, moving into an inner office) and shelter-in-place (e.g., in a hazardous materials incident, covering windows, doors, sealing off air vents). See the Stay or Go section of this guide for more information.
- Document what items are in your office emergency kit, where it is located, and who is responsible for ensuring the items are current and replenished. Helpful supplies might include flashlights and extra batteries, battery-powered or hand-crank radio, a whistle to signal for help, plastic sheeting and duct tape to shelter-in-place, and a first-aid kit. You may also choose to store a small supply of water and nonperishable snacks.

## Individual Emergency Planning and Preparation

- Know your department emergency plan. Keep a current copy of your department's emergency phone tree at work and at home. Remember to review and update numbers at regular intervals.
- Be familiar with the emergency exit routes from your workspace and building. Has each employee identified at least two evacuation routes from their work location?
- Know where you should assemble outdoors if you need to evacuate.
- Review the Emergency Procedures flip chart regularly and keep it nearby for reference.
- Locate the emergency systems (e.g., fire alarm, emergency phones, automated external defibrillator, fire extinguisher) closest to your work area.
- Keep a basic personal emergency kit at your workspace (e.g., flashlight, battery-powered radio, change of clothes, snacks, first aid, important contact information).
- Attend or request a workshop offered by UO Emergency Management and Continuity. Visit the Emergency Planning website, Training link, at [emc.uoregon.edu](http://emc.uoregon.edu).
- Develop a family emergency plan. Resources are available online at the Emergency Planning website, Planning Resources link, at [emc.uoregon.edu](http://emc.uoregon.edu).

*See the Take Action: Emergency Planning section of this flip chart, or visit [emc.uoregon.edu](http://emc.uoregon.edu) for additional planning resources.*

# Take Action: Emergency Planning

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Once a disaster occurs, how well it is handled depends on the planning done beforehand. Planning for a wide range of emergencies will give you the tools to act quickly and decisively when seconds matter most. You can plan for emergencies at any level; build your personal plan or work with your coworkers to develop emergency response procedures for your department or building. Sharing preparedness information with your family and coworkers will help everyone be more disaster-resilient. Consider performing drills and exercises to give everyone an opportunity to practice emergency response procedures and to identify where your emergency plan may need improvement.

Discuss and document your department's answers to the following questions. This will be your Emergency Response Plan. Then, share the Emergency Response Plan with all staff members.

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## Preplanning Checklist

- Identify the Incident Response Team (IRT) for the department or unit**  
Assemble a team to talk about emergency preparedness or utilize a staff meeting to talk about your department or unit's approach to responding to emergencies within the guidelines provided by the flip chart and additional information found on the UO Emergency Management and Continuity (UOEMC) website: [emc.uoregon.edu](http://emc.uoregon.edu). This team should be delegated the authority to develop the plan as well as to take the lead to implement the plan in an emergency.
- Review UO Emergency Operations Plan Section 2: Concept of Operations**  
In order to gain an understanding of the overall response plan for campus, UOEMC recommends that the department or unit's IRT review Section 2: Concept of Operations of the Emergency Operations Plan. The Concept of Operations section provides an overview of the emergency management structure and procedures for responding in an emergency situation. Find the Concept of Operations on the Emergency Management and Continuity website, Campus Plans link: [emc.uoregon.edu](http://emc.uoregon.edu).
- Review the *Emergency Procedures* flip chart or its online version**  
Have your team review this flip chart and develop department-specific response procedures for each hazard addressed in the flip chart. Ask yourselves if there are additional steps that you would take that are not included in the manual.
- Research any applicable industry standards or requirements**  
Some departments or units may be required by a governing board or accreditation body to develop an emergency response plan. Identify if that is the case and incorporate appropriate components. In addition, guides for planning and resources for implementation are available from Ready.gov.
- Ensure that emergency information (e.g., this flip chart, evacuation routes, assembly location, emergency communication information) is available in visible locations.
- Attend or request a workshop offered by UO Emergency Management and Continuity. Visit the Emergency Planning website, Training link, at [emc.uoregon.edu](http://emc.uoregon.edu).

## Emergency Communication Plan

- Who is responsible for communicating department or unit status updates and needs to the division, university leadership, the UO Incident Management Team, or others outside the department or unit during an emergency? Identify the individuals, groups, departments or units, or agencies (with contact information) that this person may need to communicate with.
- Outside of a UO Alert! message, how will you alert department or unit staff members to an immediate emergency situation? What if the situation occurs outside normal work hours and they require information on whether or not to report for work?
- If you have department or unit offices in more than one building, how will you communicate and coordinate with staff members in multiple locations?
- For emergencies of extended duration, how will you keep department or unit staff members informed? Options might include e-mail, the department or unit website, a central department or unit phone number (to provide information outside work hours), or paper memos. Consider if you are able to access these communication methods remotely or deliver remotely.
- During an emergency, will it be important that members of your IRT communicate with one another? What if land lines, cellular phones, and/or e-mail are not working?
- Establish how the emergency communication plan will be distributed to the staff (e.g., hard copy, electronic, regularly, at point of hiring) and who will distribute it. Again, consider if this task will be able to be accomplished remotely.